A
List of FSA File
Guides

This Supplement (2) contains the FSA program file codes and subjects. FSA offices will use these guides, in addition to the Administrative guides in Supplement 1, and the records management policy and procedure contained in the text of 2-AS (Rev. 10).

This table contains the FSA program file codes and primary subjects with the Office(s) responsible for the function or activity.

File Code	Primary Subject	Office(s) of Primary Responsibility
ACP	Agricultural Conservation Program	CEPD
AFIDA	Agricultural Foreign Investment Disclosure Act	OAS
ANL	Analysis	EPAS, TPD
AP	Appeals and Reviews	ACOS
BWEP	Boll Weevil Eradication Program	PECD
CAT	Catastrophic Risk Protection Program	PECD
CE	Conservation Eligibility and Compliance Records	PECD
CP	Compliance	PECD
CPM	Common Program Management	PECD
CRP	Conservation Reserve Program	CEPD
ECP	Emergency Conservation Program	CEPD
EP	Emergency and Natural Disaster Programs	PECD
EQIP	Environmental Quality Incentives Program	CEPD
FLP	Farm Loan Programs	LMD, LSPMD,PDEED
GCP	General Conservation Program	CEPD
IP	Incentive and Indemnity Payments Program	PSD
LP	Price Support and Loan Program	PSD
OP	Outreach Programs	OS
PA	Production Adjustment Program	PECD

File Code	Primary Subject	Office(s) of Primary Responsibility
PDP	Potato Diversion Program	PSD
PF	Production Flexibility Program	CPAD
PL	Payment Limitation	CPAD
PLP	Peanut Loan Program	TPD
PPA	Peanut Production Adjustment	TPD
PS	Procurement and Sales	PDD
RCWP	Rural Clean Water Program	PECD
SIP	Stewardship Incentives Program	PECD
STG	Storage and Contract Management	WID
TAP	Tree Assistance Program	PECD
TLP	Tobacco Loan Program	TPD
TPA	Tobacco Production Adjustment	TPD
WA	Warehousing	WID

This table consists the subject file codes for ACP files.

Use yellow labels for all ACP file codes and subjects.

ACP File Guide. Use this subject category for general correspondence and related material about ACP which covers cost-share assistance to farmers and ranchers in carrying out measures to prevent soil loss from wind and water erosion, solve water conservation and water quality problems, conserve wildlife, and preserve forest resources.		
File Code	**Subject**	**Type of Material**
ACP	ACP	File general correspondence and material about ACP too broad to be filed under 1 of the more specific subjects in this exhibit.
ACP 1	Reports	File reports about ACP too broad to be filed under 1 of the more specific subjects in this exhibit.
ACP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning ACP. Include laws and regulations.
ACP 2-1	State Correspondence	File correspondence to and from State Offices concerning ACP policy and procedure, except for requests for relief. Subdivide by State.
ACP 2-2	Requests for Relief	File general correspondence about requests for relief by participants in ACP. Subdivide by State.
ACP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on ACP. Subdivide as needed.
ACP 4	Projects	File correspondence and material about special projects under ACP. Subdivide by project title.
ACP 5	Automation	File correspondence and material concerning automation of ACP. Subdivide as needed.

File Code	Subject	Type of Material
ACP 6	Handbooks and Practices (by State)	File State handbooks concerning ACP.
ACP 7	Water Quality Incentive Projects	File correspondence and material concerning water quality incentive projects which provide incentive payments to achieve the source reduction of agricultural pollutants to enhance and protect surface and ground water quality, ACP-151's, State Water Quality Incentive Projects Status Reports, and the water quality resource management plans. Subdivide as needed.
ACP 8	Water Quality Projects	File general correspondence and material about the water quality projects funded under ACP.
ACP 8-1	Water Quality Special Projects	File correspondence and material obtaining the 1-year water quality special projects designed to improve water quality and help solve problems caused by agricultural nonpoint source pollution of ground and surface water.
ACP 8-2	Demonstration Projects (Demo's)	File correspondence and material concerning demo's intended to accelerate adoption of water quality technology in the demo areas.
ACP 8-3	Hydrologic Units	File correspondence and material concerning improvement of water quality in identified agricultural areas.

Agricultural Foreign Investment Disclosure Act File Guide

This table contains the subject file codes for AFIDA files.

Use blue labels for all AFIDA file codes and subjects.

AFIDA Files. Use this subject category for correspondence and material concerning AFIDA.		
File Code	**Subject**	**Type of Material**
AFIDA	AFIDA	File general correspondence and material on AFIDA too broad to be filed under 1 of the more specific subjects in this exhibit.
AFIDA 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
AFIDA 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning AFIDA.
AFIDA 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, committees, and training on AFIDA.
AFIDA 4	Projects	File material concerning AFIDA projects.
AFIDA 5	AFIDA Penalties	File correspondence concerning AFIDA penalties.
AFIDA 6	AFIDA Request for Information	File AFIDA information requests.
AFIDA 7	AFIDA Correspondence-- State and County	File AFIDA correspondence from State and County Offices.
AFIDA 8	AFIDA Miscellaneous	File miscellaneous information on AFIDA.

This table contains the subject file codes for analysis files.

Use green labels for all Analysis file codes and subjects.

Analysis Files. Use this subject category for correspondence and related material about past and ongoing programs in determining their effectiveness in relation to program objectives.		
File Code	**Subject**	**Type of Material**
ANL	Analysis	File correspondence and related material about analysis too broad to be filed under 1 of the more specific subjects in this exhibit.
ANL 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
ANL 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
ANL 3	Meetings/Committees	File general material concerning analysis activities. Subdivide as needed.
ANL 3-1	Invitations/Speaking Engagements	File correspondence concerning invitations to speak at or attend conferences or engagements.
ANL 4	Projects	File general material about analysis projects. Subdivide as necessary.
ANL 5	Farm Bill	File correspondence concerning the Farm Bill.
ANL 5-1	Farm Policy	File correspondence about evaluating and operating farm policies and determinations.
ANL 6	Farm Prices	File general correspondence about farm prices.

File Code	Subject	Type of Material
ANL 7	Evaluations/Determinations	File general correspondence on formulation, development, analysis, and evaluation of National program alternatives. Subdivide by commodity.
ANL 7-1	Wheat	
ANL 7-2	Rice	
ANL 7-3	Rye	
ANL 7-4	Corn	
ANL 7-5	Sorghum	
ANL 7-6	Barley	
ANL 7-7	Oats	
ANL 7-8	Soybeans	
ANL 7-9	Sunflowers	
ANL 7-10	Flaxseed	
ANL 7-11	Cotton	
ANL 7-11-1	Upland Cotton	
ANL 7-11-2	ELS Cotton	
ANL 7-12	Wool/Mohair	
ANL 7-13	Sheep/Goats	
ANL 7-14	Tobacco	
ANL 7-15	Peanuts	
ANL 7-16	Dairy	
ANL 7-16-1	Butter	
ANL 7-16-2	Nonfat Dry Milk	
ANL 7-16-3	Cheese	

File Code	Subject	Type of Material
ANL 7-17	Sugar	File general correspondence on formulation, development, analysis, and evaluation of National program alternatives. Subdivide by commodity.
ANL 7-18	Honey	
ANL 7-19	Canola	
ANL 7-20	Miscellaneous Oilseeds	
ANL 7-21	Other Commodities	File correspondence on any other commodities or programs not included in this category.
ANL 8	Market and Trade Development	File correspondence concerning market and trade development.
ANL 9	National Land Use and Conservation Programs	File general correspondence about National land use conditions, National land use patterns, as well as conservation program issues.
ANL 10	Natural Resource Conditions	File material concerning assessments, forecasts, and reports and general correspondence concerning soil and water conservation programs.
ANL 11	Inflation and Interest Rates	File correspondence concerning inflation, credit conditions and availability, and interest rates.
ANL 12	Impact Analysis Statements	File regulatory and environmental impact statements on proposed and final rules on National program policies and determinations.
ANL 13	Comments	File comment letters on regulatory and environmental impact statements.
ANL 14	Questions and Answers	File questions and answers prepared for other offices.

Appeals and Reviews File Guide (Continued)

This table contains the subject file codes for appeals and reviews files.

Use green labels for all AP file codes and subjects.

Appeals and Reviews Files. Use this subject category for general correspondence and related material concerning program administrative appeals and reviews, including those under AFIDA, FOIA, and the Privacy Act.

File Code	Subject	Type of Material
AP	Appeals and Reviews	File general material about appeals and reviews too broad to be filed under 1 of the more specific subjects in this exhibit.
AP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
AP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
AP 3	Meetings/Training Meetings/Committees	File general material concerning appeals meetings, committees, and training.
AP 4	Projects	File general material concerning appeals projects.
AP 5	Automation	File correspondence and material concerning automation of appeals and reviews.
AP 6	Program Appeals Cases	File correspondence and program documents about individual program appeal case files. Subdivide by State, then by individual producer's name.
AP 7	Requests for Relief	File correspondence and program documents about individual requests for relief.

Boll Weevil Eradication Program File Guide

This table contains the subject file codes for Boll Weevil Eradication Program files.

Use red labels for all BWEP file codes and subjects.

Boll Weevil Eradication Program Files. Use this subject category for general correspondence and related material on enforcement of the program to eliminate and prevent the recurrence of the boll weevil as a pest of cotton.

File Code	Subject	Type of Material
BWEP	Boll Weevil Eradication Program	File general correspondence and material about the Boll Weevil Eradication Program.
BWEP 1	Reports	File reports concerning the Boll Weevil Eradication Program. Subdivide as needed.
BWEP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning the Boll Weevil Eradication Program. Include laws and regulations.

This table contains the subject file codes for the Catastrophic Risk Protection Program files.

Use green labels for all CAT file codes and subjects.

Catastrophic Risk Protection Program. Use for material of a general nature concerning the underwriting standards and instructions for MPCI at the catastrophic level and sales and servicing of MPCI contracts.

File Code	Subject	Type of Material
CAT	Catastrophic Risk Protection (CAT) Program	File general material about CAT Program files too broad to be filed under 1 of the more specific subjects in this exhibit.
CAT 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
CAT 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure. Include laws and regulations.
CAT 3	Meetings/ Training/ Committees	File general material concerning CAT meetings, training, and committee activities.
CAT 4	Projects	File general material about CAT projects.
CAT 5	Automation	File correspondence and material about automation of CAT activities.

File Code	Subject	Type of Material
CAT 6	Actuarial Data	File correspondence and material concerning actuarial data. Subdivide by State and county.
CAT 6-1	Coverage and Rates	File correspondence and material about levels of coverage and rates for CAT.
CAT 6-2	Reinsurance Agreements	File correspondence and material about reinsurance agreements.
CAT 7	Applications/ Policies/ Contracts	File general correspondence and material about applications for CAT.
CAT 7-1	Initial	File correspondence and material about initial applications for insurance policies.
CAT 7-2	Maintenance/ Changes	File correspondence and material about maintenance and changes to insurance policies.
CAT 8	Actual Production History (APH)	File correspondence and material about actual production yield history.
CAT 8-1	Unit Determinations	File correspondence and material about combining or dividing units under APH.
CAT 9	Acreage Reporting	File correspondence and material about reporting acreage and production as evidence requirements.
CAT 10	Reporting Loss	File correspondence and material about reporting crop losses.
CAT 11	Paying Indemnity	File correspondence and material about paying indemnity.

Conservation Eligibility and Compliance Records File Guide

This table contains the subject file codes for conservation eligibility and compliance records files.

Use yellow labels for all CE file codes and subjects.

Conservation Eligibility and Compliance Records Files. Use this subject category for general correspondence concerning the requirement that all producers must comply with HELC and WC provisions.

File Code	Subject	Type of Material
CE	Conservation Eligibility and Compliance	File general correspondence and material about HELC and WC provisions too broad to be filed under 1 of the more specific subjects in this exhibit.
CE 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
CE 2	Policy and Procedure	File background material and correspondence that document the important aspects of developing Agency and Departmental policy and procedure on HELC and WC. Include laws and regulations.
CE 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees concerning HELC and WC. Subdivide by HELC or WC.
CE 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
CE 4	Projects	File general material about HELC and WC projects.
CE 5	Automation	File correspondence and material concerning automation of HELC and WC. Subdivide as necessary.

Conservation Eligibility and Compliance Records File Guide (Continued)

File Code	Subject	Type of Material
CE 6	Wetlands Commenced Conversion Exemption Requests	File correspondence concerning wetlands commenced conversion exemption requests.
CE 6-1	Wetlands Late-Filed Commenced Conversion Exemption Requests	File correspondence about wetlands late-filed requests for commenced conversion exemptions.
CE 7	Violations	File correspondence about violations of HELC or WC provisions. Subdivide by HELC or WC.
CE 8	Requests for Relief	File correspondence about HELC or WC requests for relief. Subdivide by HELC or WC.

This table contains the subject file codes for compliance files.

Use red labels for all CP file codes and subjects.

Compliance Files. Use this subject category for general correspondence and related papers concerning methods used to ensure that participants in FSA programs are fulfilling terms and conditions agreed upon.		
File Code	**Subject**	**Type of Material**
CP	Compliance	File general correspondence about compliance too broad to be filed under 1 of the more specific subjects in this exhibit.
CP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
CP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning compliance.
CP 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, training, committees, and conferences on compliance functions and activities. Subdivide as needed.
CP 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
CP 4	Projects	File material concerning compliance projects. Subdivide as needed.
CP 5	Automation	File correspondence and material concerning automation. Subdivide by program.
CP 6	Acreage Determinations	File general correspondence about reporting and measuring acreage.

Compliance File Guide (Continued)

File Code	Subject	Type of Material
CP 7	Aerial Photography	File correspondence about aerial photography.
CP 8	Crop Appraisals	File correspondence about appraiser's reports and worksheets and their findings on potential and unharvested production.
CP 9	Failure to Fully Comply	File correspondence and material concerning producers who fail to comply with program terms and conditions.
CP 10	Compliance Equipment	File correspondence about or requests for compliance equipment.

Common Program Management File Guide

This table contains the subject file codes for common program management files.

Use red labels for all CPM file codes and subjects.

	Common Program Management Files. Use this subject category for general correspondence and related material about common program provisions applicable to more than 1 program or function.	
File Code	**Subject**	**Type of Material**
CPM	Common Program Management	File general correspondence about common program management.
CPM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
CPM 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure for common program management. Include laws, regulations, and decision and issue papers.
CPM 3	Meetings/Training Meetings/Committees	File correspondence and material about meetings, training, and committees on common program management activities.
CPM 3-1	Invitations and Engagements	File correspondence and material about invitations to speak at or attend conferences and engagements.
CPM 4	Projects	File correspondence and material about common management program projects. Subdivide as needed.
CPM 5	Automation	File correspondence and material about automation of common program management.

File Code	Subject	Type of Material
CPM 6	Elections	File material concerning elections, ballots, and similar information.
CPM 6-1	Mailings	File correspondence and material concerning development and management of County Office mailing software.
CPM 7	Signatures and Authorizations	File correspondence and material concerning FSA policy on signatures, authorizations, and powers of attorney on program and related documents.
CPM 8	Name and Address	File correspondence and material about producer and other facility identification and name and address data needed to support FSA programs.
CPM 8-1	Subsidiary	File correspondence and material about combined entity, eligibility, permitted entity, payment limitation control, and multicounty producer files and related software.
CPM 8-2	Producer Printouts	File correspondence and material concerning producer-related printouts, including FSA-155-1, subsidiary file printouts, and so forth. Subdivide as needed.
CPM 8-3	Subsidiary File Rollover	File correspondence and material concerning the annual rollover of subsidiary files in County Offices and mainframe.
CPM 9	Farm, Tract, and Program Crop Records	File correspondence concerning farm, tract, and program crop records.
CPM 9-1	Farm Record Printouts (ASCS-156 and FSA-156-EZ's)	File correspondence and material concerning printouts of basic farm, tract, and program crop data.

Common Program Management File Guide (Continued)

File Code	Subject	Type of Material
CPM 9-2	Notice of Acreage Bases, Yields, Allotments, and Quotas (FSA-476)	File correspondence and material concerning FSA-476's and related notices to producers of farm, tract, and program crop data.
CPM 9-3	Reconstitutions	File correspondence and material concerning changes in farms and tracts through divisions and combinations.
CPM 9-4	Maintenance	File correspondence and material concerning the updating of farm, tract, and program crop records through maintenance applications.
CPM 9-5	Farm Crop Rollover	File correspondence and material concerning the annual rollover of farm crop and related records.
CPM 10	Payments to Survivors	File material concerning FSA special payment provisions to survivors of deceased, missing, or incompetent persons who were eligible for program payments.
CPM 11	Controlled Substance	File correspondence concerning enforcement of controlled substance provisions.
CPM 12	Data Sharing	File correspondence and material concerning sharing of basic farm and producer data with other agencies.
CPM 13	Transaction Log	File correspondence and material about the maintenance and use of the transaction log computer backups and related subjects.

Conservation Reserve Program File Guide

This table contains the subject file codes for CRP files.
Use yellow labels for all CRP file codes and subjects.

CRP File Guide. Use this subject category for general correspondence and related material about CRP which cover assistance to farmers and ranchers for conserving and improving soil and water resources by taking eligible cropland out of production and planting it to grass and trees.

File Code	Subject	Type of Material
CRP	CRP	File general correspondence and material about CRP too broad to be filed under 1 of the more specific subjects in this exhibit.
CRP 1	Reports	File reports about CRP too broad to be filed under 1 of the more specific subjects in this exhibit.
CRP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning CRP. Include laws and regulations.
CRP 2-1	State Correspondence	File correspondence to and from State Offices concerning CRP policy and procedure. Subdivide by State.
CRP 2-2	Requests for Relief	File general correspondence to and from State Offices about CRP requests for relief by participants in CRP. Subdivide by State.
CRP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on CRP. Subdivide as necessary.
CRP 4	Projects	File correspondence and material about CRP projects.
CRP 5	Automation	File correspondence and material concerning automation of CRP. Subdivide as necessary.
CRP 6	Waivers	File general correspondence and material about waivers of the CRP 3-year ownership rule and 25 percent cropland. Subdivide as necessary.
CRP 7	Conservation Reserve Enhancement Program (CREP)	File general correspondence and material concerning the CREP, a program that authorizes State/Federal agreements to use CRP to further specific natural resource goals. Subdivide as needed.
CRP 7-1	State Correspondence	File correspondence to and from National or State Offices concerning State specific CREP programs, policy and procedure. Subdivide by State.

Emergency Conservation Program File Guide

This table contains the subject file codes for ECP files.

Use yellow labels for all ECP file codes and subjects.

ECP File Guide. Use this subject category for general correspondence and related material concerning ECP which cover cost-share assistance to farmers and ranchers for rehabilitating farmland damaged by wind, erosion, floods, hurricanes, or other natural disasters, and for carrying out emergency water conservation measures during periods of severe drought.

File Code	Subject	Type of Material
ECP	ECP	File general correspondence and material about ECP too broad to be filed under 1 of the more specific subjects in this exhibit.
ECP 1	Reports	File reports about ECP too broad to be filed under 1 of the more specific subjects in this exhibit.
ECP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning ECP. Include laws and regulations.
ECP 2-1	State Correspondence	File correspondence to and from State Offices concerning ECP policy and procedure, excluding requests for relief. Subdivide by State.
ECP 2-2	Requests for Relief	File general correspondence to and from State Offices about requests for relief by participants in ECP. Subdivide by State.
ECP 3	Meetings/Training Meetings/ Committees	File material and correspondence about meetings, training, and committees on ECP. Subdivide as needed.
ECP 4	Projects	File correspondence and material about ECP projects.
ECP 5	Automation	File correspondence and material concerning automation of ECP. Subdivide as needed.
ECP 6	Handbooks and Practices, by State	File State handbooks concerning ECP.

This table contains the subject file codes for Emergency and Natural Disaster Programs files.

Use blue labels for all EP file codes and subjects.

Emergency and Natural Disaster Programs Files. Use this subject category for general correspondence and related material concerning programs providing assistance to livestock owners in emergency or disaster situations, Disaster Reserve Assistance Program (DRAP), Indian Acute Distress Donation Program, Crop Disaster Payment Program, NAP, Emergency Haying and Grazing, and the FSA Defense Preparedness Program.

File Code	Subject	Type of Material
EP	Emergency and Natural Disaster Programs	File general material about emergency and natural disaster programs too broad to be filed under 1 of the more specific subjects in this exhibit.
EP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
EP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedures concerning emergency and natural disaster programs.
EP 3	Meetings/Training/ Committees	File material and correspondence concerning meetings, training, and committees on emergency and natural disaster programs subject areas.
EP 4	Projects	File material concerning emergency and natural disaster program projects.
EP 5	Automation	File correspondence and material about automation. Subdivide by program as needed.

File Code	Subject	Type of Material
EP 6	Livestock Feed Program	File general correspondence about providing assistance to livestock owners in emergency or disaster situations.
EP 6-1	Prices and Yields	File correspondence and material about prices and yield determinations under LFP.
EP 6-2	Program Requests	File correspondence about LFP requests concerning eligibility determinations.
EP 6-3	Producer Correspondence	File LFP correspondence from producers. Subdivide as needed.
EP 7	DRAP	File general correspondence and material about DRAP.
EP 7-1	Requests for Implementation	File correspondence and material about requests for authority to implement DRAP, submitted through STC for disaster conditions that warrant DRAP.
EP 7-2	Requests to Continue	File correspondence and material about requests for authority to continue DRAP from STC's.
EP 7-3	DRAP Activity	File correspondence and reports concerning the number of applications filed, approved, and estimated total benefits available.
EP 8	Indian Acute Distress Donation Program	File general correspondence about the Indian Acute Distress Donation Program.
EP 9	Crop Disaster Payment Programs	File general correspondence about crop disaster payment programs.

File Code	Subject	Type of Material
EP 10	Non-insured Disaster Assistance Program	File general correspondence about NAP.
EP 10-1	Prices and Yields	File correspondence and material about prices and yields determination under NAP.
EP 10-2	Program/Area Requests	File general correspondence about program requests concerning eligibility determinations.
EP 10-2-1	Approved Requests	File all approved NAP requests. Subdivide by State, then by county NAP area.
EP 10-2-2	Disapproved Requests	File all disapproved NAP requests. Subdivide by State, by county NAP area.
EP 10-3	Producer Inquiries	File correspondence and material concerning inquiries from producers on NAP.
EP 11	Disaster Declarations	File general correspondence about the disaster declarations under Farm Loan Programs.
EP 12	Emergency Haying and Grazing Programs	File general correspondence about emergency haying and grazing of ACR, CU, CRP, and WRP related to disaster programs.

File Code	Subject	Type of Material
EP 13	Other Emergency Programs	File general correspondence about other emergency programs. Subdivide by program or commodity.
EP 14	Defense Programs	File general correspondence about the Defense Preparedness Programs. Subdivide by program.
EP 15	Defense Operations	File general correspondence about coordination of the Defense Preparedness Programs, such as emergency boards.
EP 15-1	FSA Food, Feed, and Seed Facility Listings	File general correspondence and material about the food, feed, and seed defense operations facilities. **Note:** File listing in emergency records file code as shown in ASCS-2.
EP 15-2	FSA Fertilizer Facility Listings	File general correspondence and material on fertilizer facilities. **Note:** File listing in emergency records file code as shown in ASCS-2.
EP 15-3	National Stockpile	File correspondence and information on the National stockpile.

This table contains the subject file codes for Environmental Quality Incentives Program (EQIP) files.

Use yellow labels for all EQIP file codes and subjects.

EQIP File Guide. Use this subject category for general correspondence and related material about EQIP, which is a voluntary program that provides flexible technical, financial, and educational assistance to farmers and ranchers who face serious threats to soil, water, and related natural resources on their land.

File Code	Subject	Type of Material
EQIP	EQIP	File general correspondence and material about EQIP too broad to be filed under 1 of the more specific subjects in this exhibit.
EQIP 1	Reports	File reports about EQIP too broad to be filed under 1 of the more specific subjects in this exhibit.
EQIP 2	Policy and Procedure	File background material and correspondence that document the important aspects of NRCS, FSA, or Departmental policy and procedure concerning EQIP. Include laws and regulations.
EQIP 2-1	State Correspondence	File correspondence to and from State Offices concerning EQIP policy and procedure, except for requests for relief. Subdivide by State.
EQIP 2-2	Requests for Relief	File general correspondence about requests for relief by participants in EQIP. Subdivide by State.
EQIP 2-3	Concurrence Documentation	File correspondence and material documenting concurrences by or with NRCS on EQIP policy and procedure as required. Subdivide as needed.

Environmental Quality Incentives Program File Guide (Continued)

File Code	Subject	Type of Material
EQIP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on EQIP. Subdivide as needed.
EQIP 4	Automation	File correspondence and material concerning automation of EQIP activities. Subdivide as needed.
EQIP 5	EQIP Priority Areas	File correspondence and material concerning specific priority areas under EQIP. Subdivide by priority area.
EQIP 6	EQIP Outside of Priority Areas	File correspondence and material concerning EQIP outside designated priority areas. Subdivide by State as needed.

This table contains the subject file codes for Farm Loan Programs (FLP).

Use blue labels for all FLP file codes and subjects.

Farm Loan Programs: Use this subject category for correspondence and related material about FLP, including applications, credit reports, appraisals, loan making, account servicing, and real property management.

File Code	Subject	Type of Material
FLP	Farm Loan Programs	File general correspondence and background material about FLP too broad to be filed under 1 of the more specific subjects in this exhibit.
FLP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
FLP 2	Policy and Procedure	File correspondence and background material that document the important aspects of Agency and Departmental policy and procedure concerning FLP. Include laws and regulations.
FLP 2-1	State Correspondence	File all correspondence, PQR's, State notices and background materials concerning farm loan subjects. Subdivide by State, as needed.
FLP 3	Meeting/ Training/ Committees	File correspondence and material about FLP meetings, training, and committees. Subdivide as needed by meeting, training session, or committee name.
FLP 4	Projects	File general material about FLP projects.
FLP 5	Automation	File correspondence and materials about FLP automation. Subdivide as needed.

File Code	Subject	Type of Material
FLP 6	Goals	File correspondence and background material about establishing goals. Subdivide by State as needed.
FLP 7	Real Estate Appraisals	File correspondence and background material concerning real estate appraisals, appraisal reviews, farms and leasehold interests, etc., that are required for direct and guaranteed loans and grants. Subdivide as needed.
FLP 8	Insurance	File correspondence and material about property, flood, and/or hazard insurance. Subdivide as needed.
FLP 9	Loan Making	File general correspondence and material about loan making.
FLP 9-1	Funding	File correspondence and background material concerning funding.
FLP 9-2	Applicant/borrower	File general correspondence, reports and materials concerning applicant and borrowers. Subdivide as needed.
FLP 9-2-1	Applicant/ Association Borrower Case Files	File correspondence and background material documenting individual or association applicant and borrower cases. File in alpha order by applicant and association borrower name. If volume warrants, establish an individual applicant borrower folder to follow applicable alpha folder.
FLP 9-3	Direct Loan Program	File general correspondence and materials concerning farm loan direct loan programs. Subdivide as needed.
FLP 9-3-1	Non-Program Loans	File correspondence and mateials about non-program loans.
FLP 9-3-2	Other	File correspondence and materials concerning all other types of direct loans not specifically listed in file codes FLP 9-3 or FLP 9-3-1, including Indian tribal loans, and loan programs outside FLP.

File Code	Subject	Type of Material
FLP 9-4	Guaranteed Loan Programs	File general correspondence and materials about the guaranteed loan programs.
FLP 10	Loan Servicing	File general correspondence and materials about loan account servicing. Subdivide by direct or guaranteed loans, as needed.
FLP 10-1	Debt Settlement	File general correspondence and material about debt settlement. Subdivide as needed.
FLP 10-2	Conservation Contract	File correspondence and materials about servicing of conservation contracts.
FLP 11	Inventory Property Management	File correspondence and material about property management including acquisition, maintenance and disposition of property acquired by FSA.

General Conservation Program File Guide

This table contains the subject file codes for the General Conservation Program files.

Use yellow labels for all GCP file codes and subjects.

General Conservation Program File Guide. Use this subject category for general correspondence and related material about all conservation programs. Do **not** file documents that can be filed in ACP, CRP, ECP, RCWP, SIP, and TAP.		
File Code	**Subject**	**Type of Material**
GCP	General Conservation Program	File general correspondence and material about the General Conservation Program too broad to be filed under 1 of the more specific subjects in this exhibit.
GCP 1	Reports	File reports about the General Conservation Program too broad to be filed under 1 of the more specific subjects in this exhibit.
GCP 1-1	Progress Reports	File general correspondence and material concerning progress reports for all conservation programs.
GCP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning the General Conservation Program. Include laws and regulations.
GCP 3	Meetings/Training Meetings/ Committees	File material and correspondence about meetings, training, and committees about the General Conservation Program. Subdivide as necessary.
GCP 4	Projects	File correspondence and material about General Conservation Program projects.
GCP 5	Automation	File correspondence and material about automation of the General Conservation Program. Subdivide as needed.
GCP 6	Handbooks and Practices, by State	File State handbooks concerning the General Conservation Program.

Incentive and Indemnity Payments Program File Guide

This table contains the subject file codes for Incentive and Indemnity Payments Program files.

Use blue labels for all IP file codes and subjects.

Incentive and Indemnity Payments Program Files. Use this subject category for general correspondence and related material about programs to provide payments to farmers to compensate them for losses incurred from using pesticides, and payments to wool producers for shorn wool to encourage the development of this domestic industry.

File Code	Subject	Type of Material
IP	Incentive and Indemnity Payments Program	File general material about Incentive and Indemnity Payments Programs too broad to be filed under 1 of the more specific subjects in this exhibit.
IP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
IP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning the Incentive and Indemnity Payments Program. File policy and procedure concerning specific Incentive and Indemnity Payments Program.
IP 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, training, and committees about Incentive and Indemnity Payments Program.
IP 3-1	Invitations and Engagement	File correspondence concerning invitations to speak at or attend conferences and engagements.
IP 4	Projects	File material concerning Incentive and Indemnity Payments Program.

Incentive and Indemnity Payments Program File Guide (Continued)

File Code	Subject	Type of Material
IP 5	Automation	File correspondence and material concerning automation. Subdivide by program as needed.
IP 6	Dairy Indemnity Payments Program (DIPP)	File correspondence about the DIPP policy, procedure, reports, and related material.
IP 7	DRPP	File correspondence about DRPP policy, procedure, and reports, and related material.
IP 8	Other Indemnity and Incentive Payments Programs	File correspondence about any other Indemnity or Incentive Payments Program policy, procedure, reports, and related material. Subdivide by program.

This table contains the subject file codes for Price Support and Loan Program files.

Use red labels for all LP file codes and subjects.

Price Support and Loan Program Files. Use this subject category for correspondence and related material about commodity price support loan, purchase, and payment program for grains and similarly handled commodities and direct purchase of commodities for dairy, intended to ensure orderly marketing and an adequate supply of food, animal feed, and natural fibers by guaranteeing that cooperating farmers receive interim financing and no less than the support price established for a particular commodity.

File Code	Subject	Type of Material
LP	Price Support and Loan Program	File general correspondence about Price Support and Loan Programs too broad to be filed under 1 of the more specific subjects in this exhibit.
LP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
LP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning the Price Support and Loan Program.
LP 2-1	Basic Program Provisions	File material about general provisions governing price support loans, eligibility requirements, quantity and quality determinations, errors, unusual cases, and administrative provisions.
LP 3	Meetings/Training Meetings/ Committees	File material and correspondence concerning meetings, training, and committees about the Price Support and Loan Program subject areas. Subdivide as needed.
LP 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.

File Code	Subject	Type of Material
LP 4	Projects	File material concerning Price Support and Loan Program projects.
LP 5	Automation	File correspondence and material about automation of wheat, feed grains, upland cotton, and rice price support programs. Subdivide by crop or commodity as needed.
LP 6	Obtaining Price Support Benefits	File correspondence about basic loanmaking and purchase agreements.
LP 7	Commodity Loans, except peanuts and tobacco	File general correspondence about commodity loans made to farmers or through cooperative marketing associations. Subdivide by commodity.
LP 7-1	Wheat	
LP 7-2	Corn	
LP 7-3	Oats	
LP 7-4	Sorghum	
LP 7-5	Barley	
LP 7-6	Oilseeds	
LP 7-7	Cotton	
LP 7-8	Rice	
LP 7-9	Honey	
LP 7-10	Other	File correspondence and material about commodity loans for commodities not listed in file codes LP 7-1 through LP 7-9. Subdivide by date.

File Code	Subject	Type of Material
LP 8	Farm-Stored Loans	File correspondence about handling regular farm-stored loans, farm-stored reserve loan provisions, distress loans, special producer storage loans, program control checks, inspection and reinspection, incorrect certifications, unauthorized removal, and unauthorized disposition of farm-stored loans.
LP 9	Warehouse-Stored Loans	File correspondence about handling warehouse-stored loans and warehouse-stored reserve loans.
LP 10	Relocating Loan Collateral	File correspondence about transfers, substituting acquired grain for loan purposes, rotating reserve commodities, and reconcentrating warehouse-stored loans.
LP 11	Farm-Stored Loan Settlements	File correspondence about farm-stored deliveries, local sales, and CCC assumption of farm-stored losses.
LP 12	Commodity Certificates	File correspondence about redeeming commodity certificates.
LP 13	Warehouse-Stored Loan Forfeitures	File correspondence about warehouse-stored loan forfeitures.
LP 14	Delivery and Settlement of Purchase Agreements	File correspondence about delivery and settlement of purchase agreements.
LP 15	Sales of Farm-Stored Loan and Purchase Agreement Deliveries	File correspondence about farm-stored loan and purchase agreement deliveries.

File Code	Subject	Type of Material
LP 16	Repayments	File correspondence about farm-stored, warehouse-stored, reserve, extended, and special producer storage loan repayments.
LP 17	Farm Storage Facility Loans	File correspondence about farm facility loans to help farmers buy, build, or remodel on-farm storage facilities and to obtain drying and handling equipment.
LP 18	Grain Reserve	File correspondence about the grain reserve program.
LP 19	Cooperative Marketing Association	File correspondence about producer-owned and producer-controlled cooperatives that are approved by CCC as eligible to obtain price support for their producer members.
LP 20	Loan Servicing Agent	File correspondence and material about loan servicing agents that are approved by CCC as eligible to obtain price support for producers.
LP 21	Direct Purchase of Dairy Products	File correspondence and related documents concerning CCC policy with respect to the Dairy Price Support Program.

This table contains the subject file codes for Outreach Programs files.

Use yellow labels for all OP file codes and subjects.

Outreach Programs. Use this subject category for material of a general nature about the development and implementation of FSA Outreach Programs, including Socially Disadvantaged (SDA), 1862, 1890 or 1994 Land Grant Institutions and other eligible educational institutions, Native American, Hispanic, African American, Asian American, Pacific Islanders, and Small Farmer Outreach Training and Technical Assistance Programs.

File Code	Subject	Type of Material
OP	Outreach Programs	File general correspondence and background material about Outreach Programs too broad to be filed under 1 of the more specific subjects in this exhibit.
OP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
OP 2	Policy and Procedure	File material used in developing policy and procedure concerning program development and documenting the important aspects of Agency and Departmental policy and procedure. Include laws.
OP 3	Meetings, Training/ Committees	File correspondence and material about meetings, training, and committees about Outreach Programs activities.
OP 4	Projects	File correspondence and material about Outreach Programs projects. Subdivide by project.
OP 5	Automation	File material concerning automation of activities under Outreach Programs.

File Code	Subject	Type of Material
OP 6	Outreach Programs Development	File general material concerning the development and implementation of the Outreach Programs. Subdivide as needed.
OP 6-1	1862, 1890 or 1994 Land Grant Institutions	File correspondence and material about 1862 or 1890 or 1994 Land Grant Institutions and other eligible educational institutions. Subdivide as needed.
OP 6-2	SDA	File correspondence and material concerning the development and implementation of programs for SDA.
OP 6-3	Native Americans	File correspondence and material about special outreach programs for Native Americans and other groups.
OP 6-4	Hispanic Americans	File correspondence and material about special outreach program for Hispanic Americans.
OP 6-5	African Americans	File correspondence and material about special outreach activities for African Americans.
OP 6-6	Asian/Pacific Islander	File correspondence and material about special outreach activities for Asian/Pacific Islander Americans.
OP 6-7	Women	File correspondence and material about special outreach activities for women.
OP 6-8	Other Special Groups	File correspondence and material concerning all other outreach programs not specifically listed in file codes OP 6-1 through OP 6-7.
OP 6-9	Limited Resource Farmers	File correspondence and material concerning the small farmer outreach training and technical assistance program for limited resource farmers throughout rural U.S., and Puerto Rico, Trust Territory of Pacific Islands, Guam, and Virgin Islands.

File Code	Subject	Type of Material
OP 7	Minority Participation in County Committee Elections	File correspondence and material concerning outreach activities with community organizations, farmers, ranchers, and others to ensure minority participation in COC elections.
OP 8	Media Activities	File correspondence and material about media activities concerning Outreach Programs.
OP 9	Referrals to Civil Rights Staff	File copies of correspondence and material referred to CR&SBUS.

Production Adjustment Program File Guide

This table contains the file codes for Production Adjustment Program files.

Use green labels for all PA file codes and subjects.

Production Adjustment Program Files. Use this subject category for general correspondence about programs affecting the production of feed grains, wheat, upland cotton, and rice which are designed to protect farmers' incomes and to ensure a stable supply of basic food and fiber at reasonable prices.

File Code	Subject	Type of Material
PA	Production Adjustment	File general correspondence about the Production Adjustment Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PA 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PA 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure for the Production Adjustment Program. Include laws, regulations, and decision and issue papers.
PA 3	Meetings/Training Meetings/Committees	File general material concerning production adjustment meetings, training, and committees. Subdivide as needed.
PA 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.
PA 4	Projects	File general material about production adjustment projects. Subdivide as needed.

File Code	Subject	Type of Material
PA 5	Automation	File correspondence and material concerning automation. Subdivide by program as needed.
PA 6	ELS Cotton	File general correspondence about the ELS cotton program.
PA 6-1	Cotton Bases and Yields	File general correspondence about bases and yields under the ELS cotton program.
PA 6-2	ELS Conservation Uses	File general correspondence about the rules governing ACR acreage under the ELS cotton program.
PA 6-3	Deficiency Payments	File general correspondence about deficiency payments for ELS cotton.
PA 7	Wheat, Feed Grain, Upland Cotton, and Rice	File general correspondence about the wheat, feed grain, upland cotton, and rice programs.
PA 7-1	Acreage Bases and Yields	File general correspondence about acreage bases and yields under the wheat, feed grain, upland cotton, and rice programs.
PA 7-2	Conservation Uses	File general correspondence about the rules governing ACR and CU acreages under the wheat, feed grain, upland cotton, and rice programs.
PA 7-3	Automation of Participation and Payments	File general correspondence about automation specifications, software, and processes concerning the wheat, feed grain, upland cotton, and rice programs.
PA 7-4	Deficiency Payments	File correspondence and material about deficiency payments made under the wheat, feed grain, upland cotton, and rice programs.
PA 7-5	Diversion Payments	File correspondence and material about diversion payments under the wheat, feed grain, upland cotton, and rice programs.

File Code	Subject	Type of Material
PA 8	Integrated Farm Management	File correspondence and material about producers who want to adopt resource-conserving crop rotations to participate in integrated farm management.
PA 9	Options Pilot Program	File correspondence and material about implementing the Options Pilot Program for corn, soybeans, and wheat, including eligibility requirements, program provisions, signup, put options, payments, and all related information.
PA 10	Voluntary Production Limitation Program	File correspondence and material about the Voluntary Production Limitation Program for wheat and feed grains, including participation, signup, eligibility, and production certification.

Potato Diversion Program File Guide

This table contains the subject file codes for the Potato Diversion Program files.

Use blue labels for all PDP file codes and subjects.

Potato Diversion Program File. Use this subject category for general correspondence and related material concerning assistance to producers who divert potatoes that they produced by donating the potatoes to charitable institutions for human consumption or using potatoes for livestock feed or for compost purposes.

File Code	Subject	Type of Material
PDP	Potato Diversion Program	File general correspondence and material about the Potato Diversion Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PDP 1	Reports	File reports about the Potato Diversion Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PDP 2	Policy and Procedure	File background material and correspondence that documents the important aspects of Agency or USDA policy and procedure concerning the Potato Diversion Program. Include laws and regulations.
PDP 3	Allocations	File correspondence and material about initial and later allocations. Subdivide by State.

Production Flexibility Program File Guide

This table contains the file codes for Production Flexibility Program files.

Use green labels for all PF file codes and subjects.

Production Flexibility Program Files. Use this subject category for general correspondence and related material about Production Flexibility Program provisions, eligibilities, signup, production flexibility contracts (PFC's), payments, refunds, CAB's, reductions, and automation for eligible crops, including wheat, corn, grain sorghum, barley, oats, upland cotton, and rice.

File Code	Subject	Type of Material
PF	Production Flexibility	File general correspondence about the Production Flexibility Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PF 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PF 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure for the Production Flexibility Program. Include laws, regulations, and decision and issue papers.
PF 3	Meetings/Training Meetings/Committees	File general material concerning production adjustment meetings, training, and committees. Subdivide as needed.
PF 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.
PF 4	Projects	File general material about production flexibility projects. Subdivide as needed.

Production Flexibility Program File Guide (Continued)

File Code	Subject	Type of Material
PF 5	Basic Eligibility	File general correspondence and material about basic eligibility requirements.
PF 5-1	Producer Eligibility	File correspondence about the specific requirements for producer eligibility to participate in the Agricultural Market Transition Program.
PF 5-1-1	Eligible Crops, Farms, Acres	File correspondence and material about crops eligible for participation in the Agricultural Market Transition Program, and/or eligible for participation in marketing assistance loans.
PF 5-1-1-1	CAB's	File correspondence and material about documenting and computing crop acreage bases.
PF 5-1-2	Fruits and Vegetables (FAV's)	File correspondence and material about special program eligibility requirements for FAV's.
PF 5-1-3	Landlord/Tenant Eligibility Issues	File correspondence and material about landlord or tenant payment share issues, disputes about fair treatment of tenants, and related material.
PF 6	Sign Up	File correspondence and material about signup for PFC's.
PF 6-1	Automated PFC and Participation Worksheet	File correspondence and material about automated PFC, completion of participation worksheet, and other automated enrollment issues.

File Code	Subject	Type of Material
PF 7	PFC's	File general correspondence and material concerning PFC's.
PF 7-1	PFC Payments	File correspondence and material about calculating and issuing PFC advance and final payments.
PF 7-1-1	Automated Payment Processing	File correspondence and material about automated payment processing.
PF 7-1-2	Contract Acreage Reductions	File correspondence and material about contract acreage reductions.
PF 7-2	Refunds	File correspondence and material about refunds of overpayments.
PF 8	Cropland and Agriculture Use Land	File correspondence and material about eligible land and uses for contract acreages.
PF 9	Approved Covers and Practices	File correspondence and material about measures to protect contract acreages and suggested and approved covers and practices.
PF 10	Prevented Planting	File correspondence and material concerning prevented planting, including obtaining prevented planting credit.
PF 11	Instructions for Implementing NAD Decisions	File correspondence and material concerning implementation of NAD decisions and requests for directors' reviews. Subdivide as needed.

Payment Limitation File Guide

This table contains the subject file codes for payment limitation files.

Use red labels for all PL file codes and subjects.

Payment Limitation Files. Use this subject category for correspondence and related papers concerning the maximum amount of payments that a producer may receive in a program year.		
File Code	**Subject**	**Type of Material**
PL	Payment Limitation	File general correspondence and material about payment limitations too broad to be filed under 1 of the more specific subjects in this exhibit.
PL 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PL 2	Policy and Procedure	File background material and correspondence that documents the important aspects of developing Agency and Departmental policy and procedure on payment limitations. Include laws and regulations.
PL 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees concerning payment limitations.
PL 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.
PL 4	Projects	File general material about payment limitation projects.
PL 5	Automation	File correspondence and material concerning automation of payment limitation. Subdivide by program.
PL 6	Payment Limitation Determinations	File correspondence about payment limitation determinations made by COC.

This table contains the subject file codes for Peanut Loan Program files.

Use red labels for all PLP file codes and subjects.

Peanut Loan Program Files. Use this subject category for correspondence and related material about the price support loan program for peanuts.		
File Code	**Subject**	**Type of Material**
PLP	Peanut Loans	File correspondence about the Peanut Loan Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PLP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PLP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning price support and loan programs for peanuts.
PLP 2-1	Program Development	File general material on Peanut Loan Program development.
PLP 2-2	Statistical Analysis/Market Development	File statistical data, evaluations, and market information on the Peanut Loan Program.
PLP 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, training, and committees on peanut price support and loan program subject areas. Subdivide as needed.
PLP 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.

File Code	Subject	Type of Material
PLP 4	Projects	File general material about Peanut Loan Program projects. Subdivide by project as needed.
PLP 5	Automation	File correspondence and material about Peanut Loan Program automation. Subdivide as needed.
PLP 6	Peanut Loans	File material concerning quantity of peanuts put under loan and buybacks.
PLP 7	Peanut Associations	File material about the association's participation in the Peanut Loan Program. This includes correspondence about responsibilities and management. Subdivide by association.
PLP 8	Peanut Warehousing, Storage, and Handling	File material about warehouses approved for storage of peanuts and their operations.
PLP 8-1	Storage Contracts	File CCC-1028's and related documents. Subdivide by commingled storage and identity preserved.
PLP 9	Peanuts To Be Offered for Sale	File material about peanuts to be offered for sale.
PLP 9-1	Sale of Loan Stock Peanuts	File material about peanut sales by CCC.
PLP 9-2	Sales Contracts	File material concerning sales contracts, including acceptance letters, worksheets, bids, lot lists, and so forth. Subdivide by contract number.
PLP 10	Contract Additional Peanuts	File material about contract additional peanuts, including penalties, assessments, and inquiries.
PLP 11	Marketing Assessment on Peanuts	File material about marketing assessments on peanuts, including inquiries, penalties, collections, and instructions.

This table contains the subject file codes for Peanut Production Adjustment Program files.

Use green labels for all PPA file codes and subjects.

	Peanut Production Adjustment Program Files. Use this subject category for general correspondence about the production and marketing of peanuts to protect farmers' incomes and ensure a stable supply of basic food at reasonable prices.	
File Code	**Subject**	**Type of Material**
PPA	Peanut Production Adjustment	File general correspondence about the peanut Production Adjustment Program too broad to be filed under 1 of the specific subjects in this exhibit.
PPA 1	Reports	File peanut production adjustment reports too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide by report number.
PPA 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure for the peanut Production Adjustment Program. Include laws and regulations.
PPA 2-1	Program Development	File general material on development of the peanut Production Adjustment Program.
PPA 2-2	Statistical Data and Evaluations	File statistical data and evaluations for the peanut Production Adjustment Program.
PPA 3	Meetings/Training Meetings/Committees	File general material concerning peanut production adjustment meetings, training, and committees.
PPA 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.

File Code	Subject	Type of Material
PPA 4	Projects	File general material about peanut production adjustment projects. Subdivide by project as needed.
PPA 5	Automation	File correspondence and material about peanut production adjustment automation. Subdivide as needed.
PPA 5-1	Smart Card Automation	File correspondence and material about smart cards.
PPA 5-2	Buying Point Automation	File correspondence and material about the buying point automation project.
PPA 6	Peanut Poundage Quotas	File general correspondence and material about poundage quotas.
PPA 6-1	Transfers	File general correspondence about peanut quota transfers.
PPA 6-2	Release and Reapportionment	File general correspondence about peanut poundage quota release and reapportionment of quota.
PPA 6-3	Experimental Peanuts	File general correspondence about experimental peanuts.
PPA 7	Seed Peanuts	File general correspondence about seed peanuts.
PPA 8	Violations and Penalties	File general correspondence about violations by and penalties against peanut warehouses. Include general material about peanut warehouse operations.
PPA 9	Inspection Certificate and Sales Memorandum (FSA-1007's) and Correction Documents	File correspondence and material about FSA-1007's and correction documents.

This table contains the subject file codes for Procurement and Sales Program files.

Use blue labels for all PS file codes and subjects.

Procurement and Sales Program Files. Use this subject category for general correspondence and related material about the procurement and disposition of processed and bulk commodities.

File Code	Subject	Type of Material
PS	Procurement and Sales	File general correspondence about the Procurement and Sales Program too broad to be filed under 1 of the more specific subjects in this exhibit.
PS 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PS 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
PS 3	Meetings/Training Meetings/Committees	File general material about meetings, training, and committees on Procurement and Sales Program activities. Subdivide as needed.
PS 3-1	Invitations/Speaking Engagements/Thank You Letters	File correspondence about invitations, speaking engagements, and thank you letters.
PS 4	Projects	File general material about Procurement and Sales Program projects. Subdivide as needed.
PS 5	Statistical and Economic Analysis	File general correspondence about statistical and economic review concerning the current outlook on the supply, demand, export, and price relations of commodities used to determine prices and disposition.
PS 6	Sales	File general correspondence about the availability of commodities for sale. Include monthly and annual sales lists.

File Code	Subject	Type of Material
PS 7	Announcements, Invitations, and Bids	File correspondence about announcements, invitations, and bids concerning commodities for sale.
PS 8	Prices	File general correspondence about CCC pricing policies.
PS 9	Purchases	File general correspondence about commodities and products acquired by CCC from producers.
PS 10	Inventory/Surplus	File correspondence about inventory control procedures and the quantity of commodities in CCC's control at any specified time.
PS 11	Stockpiling	File general correspondence about commodities in storage.
PS 12	Donations	File general correspondence about the CCC donations program.
PS 12-1	Export Donations	File general correspondence about CCC donation of food commodities to foreign countries to aid in relief activities.
PS 12-1-1	Cargo Preference	File general correspondence concerning mandates that a given percentage of the volume of commodities financed by the U.S. Government be shipped on U.S. flag vessels.
PS 12-2	Domestic Donations	File correspondence about CCC donations of food commodities to certain organizations in the U.S.
PS 12-3	Special Distribution Program	File general correspondence about the giveaway of surplus commodities to the needy.

File Code	Subject	Type of Material
PS 13	Inspections	File general correspondence about the inspection of products.
PS 14	Complaints	File complaints and related correspondence about products sold or donated.
PS 15	Packaging	File correspondence about the packaging of products.
PS 16	Comments	File general correspondence from the public commenting on situations too broad to be filed under 1 of the more specific subjects in this exhibit.

Rural Clean Water Program File Guide

This table contains the subject file codes for RCWP files.

Use yellow labels for all RCWP file codes and subjects.

RCWP File Guide. Use this subject category for general correspondence and related material, about RCWP, which cover cost-share assistance to owners and operators of agricultural lands designated as critical areas or sources of nonpoint pollution in an approved project area to improve water quality.		
File Code	**Subject**	**Type of Material**
RCWP	RCWP	File general correspondence and material about RCWP too broad to be filed under 1 of the more specific subjects in this exhibit.
RCWP 1	Reports	File reports about RCWP too broad to be filed under 1 of the more specific subjects in this exhibit.
RCWP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning RCWP. Include laws and regulations.
RCWP 2-1	State Correspondence	File correspondence to and from State Offices concerning RCWP policy and procedure. Subdivide by State.
RCWP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on RCWP. Subdivide as necessary.
RCWP 4	Projects	File correspondence and material on RCWP projects.
RCWP 5	Automation	File correspondence and material concerning automation of RCWP. Subdivide as necessary.

This table contains the subject file codes for SIP files.

Use yellow labels for all SIP file codes and subjects.

SIP File Guide. Use this subject category for general correspondence and related material about SIP.		
File Code	**Subject**	**Type of Material**
SIP	SIP	File general correspondence and material about SIP too broad to be filed under 1 of the more specific subjects in this exhibit.
SIP 1	Reports	File reports about SIP too broad to be filed under 1 of the more specific subjects in this exhibit.
SIP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning SIP. Include laws and regulations.
SIP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on SIP. Subdivide as necessary.
SIP 4	Projects	File correspondence and material on SIP projects.
SIP 5	Automation	File correspondence and material concerning automation of SIP. Subdivide as necessary.

Storage and Contract Management Program File Guide

This table contains the subject file codes for storage and contract management program files.

Use blue labels for all STG file codes and subjects.

Storage and Contract Management Program Files. Use this subject category for general correspondence and related material about the storage and handling of various USDA- and CCC-owned commodities under the Uniform Storage Agreement, UGSA, Uniform Rice Storage Agreement, Cotton Storage Agreement, Processed Commodities Storage Agreement, and the Honey Storage Agreement.

File Code	Subject	Type of Material
STG	Storage and Contract Management	File general correspondence about storage of processed and bulk commodities.
STG 1	Reports	File reports covering all subjects included under this subject that cannot be filed under 1 of the more specific subjects in this exhibit. Subdivide as needed.
STG 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
STG 3	Meetings/Training Meetings/ Committees	File correspondence and general material concerning meetings, training, and committees on storage activities.
STG 3-1	Problem Cases	File correspondence about all cases addressing alleged contract violations involving U.S. warehouses.

File Code	Subject	Type of Material
STG 3-2	Invitations/Speaking Engagements/Thank You Letters	File correspondence and material concerning invitations, speaking engagements, and thank you letters.
STG 4	Projects	File general material about storage and contract management program projects.
STG 5	Storage Management	File general correspondence about storage management.
STG 5-1	Contracts	File correspondence about storage contracts.
STG 5-2	Standards	File correspondence about warehouse storage standards.
STG 5-3	Reports and Studies	File correspondence about reports and studies concerning storage management.

This table contains the subject file codes for TAP files.

Use yellow labels for all TAP file codes and subjects.

TAP File Guide. Use this subject category for general correspondence and related material about TAP.		
File Code	**Subject**	**Type of Material**
TAP	TAP	File general correspondence and material about TAP too broad to be filed under 1 of the more specific subjects in this exhibit.
TAP 1	Reports	File reports about TAP too broad to be filed under 1 of the more specific subjects in this exhibit.
TAP 2	Policy and Procedure	File background material and correspondence that document the important aspects of Agency and Departmental policy and procedure concerning TAP. Include laws and regulations.
TAP 2-1	State Correspondence	File correspondence to and from State Offices concerning TAP policy and procedure. Subdivide by State.
TAP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees on TAP. Subdivide as needed.
TAP 4	Projects	File correspondence and material about TAP projects.
TAP 5	Automation	File correspondence and material concerning automation of TAP. Subdivide as needed.
TAP 6	Handbooks and Practices, by State	File State handbooks concerning TAP.
TAP 6-1	Violations	File general correspondence about violations by participants in TAP.

Tobacco Loan Program File Guide

This table contains the subject file codes for tobacco loan program files.

Use red labels for all TLP file codes and subjects.

Tobacco Loan Program Files. Use this subject category for correspondence and related material about commodity price support loan, purchase, and payment program for tobacco.		
File Code	**Subject**	**Type of Material**
TLP	Tobacco Loan Program	File general correspondence and material about the tobacco loan program too broad to be filed under 1 of the more specific subjects in this exhibit.
TLP 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
TLP 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning price support and loan programs for tobacco. Include laws and regulations. Subdivide by association.
TLP 2-1	Approvals	File correspondence about approvals by CCC.
TLP 3	Meetings/Training Meetings/Committees	File material and correspondence about meetings, training, and committees concerning tobacco price support and loan program subject areas. Subdivide as needed.
TLP 4	Projects	File general material about tobacco loan program projects. Subdivide by project as needed.

File Code	Subject	Type of Material
TLP 5	Automation	File correspondence and material about tobacco loan program automation. Subdivide as needed.
TLP 6	Tobacco Loans	File correspondence about tobacco loans made to producer associations. Subdivide by association.
TLP 6-1	Expense	File copies of form VI. Subdivide by association.
TLP 6-2	Loan Status Reports	File summaries of CCC-221 and bank statements.
TLP 7	Crop	File correspondence and material concerning crop specific matters. Subdivide by association and calendar year.
TLP 8	Sales and Inventory	File correspondence and material on tobacco producer association sales and inventory. Subdivide by association.
TLP 9	Loan Agreements	File signed copies of loan agreement letters, press releases, tobacco reports, situation reports, and so forth. Subdivide by association.
TLP 9-1	Inspection Reports	File correspondence about warehouse inspections. Subdivide as needed.
TLP 9-2	Contracts-Warehouse, Storage, and Processing	File correspondence and material on contracts with producer associations. Subdivide by association.

File Code	Subject	Type of Material
TLP 10	Budget Approvals	File correspondence and material about budget approvals for tobacco associations. Subdivide by association.
TLP 11	OGC Approvals	File correspondence and material about OGC approvals for tobacco associations. Subdivide by association.
TLP 12	Pesticide	File correspondence and material about pesticide testing contracts. Subdivide by association.
TLP 13	Tobacco Importer Assessment Program (TIAP)	File regulations, policy, and procedure concerning TIAP. Subdivide as needed.
TLP 13-1	TIAP Correspondence	File general correspondence and background material about importers, customs, and automation concerning TIAP.
TLP 13-2	Reports	File reports about monitoring TIAP.
TLP 13-3	Violations and Penalties	File case files of correspondence and material about violations by and penalties against importers. Subdivide by importer.
TLP 13-4	Refunds	File records of refunds of assessments.
TLP 13-5	Successors-in-Interest	File correspondence and material about successors-in-interest.

This table contains the subject file codes for tobacco production adjustment program files.

Use green labels for all TPA file codes and subjects.

Tobacco Production Adjustment Program Files: Use this subject category for general correspondence about the production and marketing of tobacco crops to protect farmers' incomes and ensure a stable supply of basic food at reasonable prices.		
File Code	**Subject**	**Type of Material**
TPA	Tobacco Production Adjustment Program	File general correspondence about the tobacco production adjustment too broad to be filed under 1 of the more specific subjects in this exhibit.
TPA 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
TPA 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure for the tobacco production adjustment program. Include laws and regulations.
TPA 2-1	Program Development	File general material about the program development for tobacco production adjustment.
TPA 2-2	Statistical Data and Evaluations	File statistical data and evaluations about the tobacco production adjustment program.
TPA 3	Meetings/Training Meetings/Committees	File general material concerning tobacco production adjustment meetings, training, and committees. Subdivide as needed.
TPA 4	Projects	File general material about tobacco production adjustment projects. Subdivide as needed.

File Code	Subject	Type of Material
TPA 5	Automation	File correspondence and material concerning automation of tobacco production adjustment programs. Subdivide by crop or commodity as needed.
TPA 6	Allotments, Quotas, and Yields	File general correspondence about allotments, quotas, and yields under the tobacco program. Subdivide as needed.
TPA 7	Purchase	File general correspondence about the purchase of tobacco through tobacco companies and processors.
TPA 8	Warehouses	File general correspondence about over- and undermarketings of warehouse leaf accounts and resulting penalties and violations.
TPA 9	Violations and Penalties	File general correspondence about violations by and penalties against tobacco warehouses and dealers. Include general material about warehouse and dealer operations.
TPA 10	Transfer by Lease or Sale	File general correspondence about transfers by lease or sale. Subdivide as needed.
TPA 11	Tobacco Domestic Manufacturers	File general correspondence, reports, and background material about tobacco domestic manufacturers.
TPA 11-1	Policy and Procedure	File program development material about policies and procedures for tobacco domestic manufacturers.
TPA 11-2	Certification	File certifications and reports about individual manufacturer's purchase intentions and actual purchase information. Subdivide by manufacturer.
TPA 11-3	Evaluations	File statistical data and evaluations about tobacco domestic manufacturers.
TPA 11-4	Violations and Penalties	File correspondence and material about violations by and penalties against tobacco domestic manufacturers.

This table contains the subject file codes for warehousing files.

Use blue labels for all WA file codes and subjects.

Warehousing Files. Use this subject category for general correspondence and related material about the program to license and bond public warehouses operating under the U.S. Warehouse Act (USWA).

File Code	Subject	Type of Material
WA	Warehousing	File general correspondence about warehousing too broad to be filed under 1 of the more specific subjects in this exhibit.
WA 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide files as needed.
WA 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning warehousing.
WA 2-1	USWA and Regulations	File correspondence about regulations, comments, proposed regulations, final regulations, and FR notices.
WA 3	Meetings/Training Meetings/Committees	File correspondence and material about meetings, training, and committees about warehousing activities.
WA 3-1	Invitations/Speaking Engagements/Thank You Letters	File correspondence about invitations, speaking engagements, and thank you letters concerning warehousing.
WA 4	Projects	File general material about warehousing projects. Subdivide as needed.

File Code	Subject	Type of Material
WA 5	Program Policy Development	File correspondence about development of the warehouse program.
WA 6	Examination Program	File general correspondence about the examination of the storage facilities and equipment.
WA 6-1	Grain Examinations	File correspondence about examinations of facilities and equipment for storing grain.
WA 6-2	Cotton Examinations	File correspondence about examinations of facilities and equipment for storing cotton.
WA 7	Financial Requirements	File correspondence about the financial requirements of USWA.
WA 7-1	Financial Statements	File correspondence about the financial statements that warehousepersons are required to file.
WA 7-2	Bankruptcy	File correspondence, court reports, legal opinions, and internal memorandums about bankruptcy.
WA 7-3	Fees	File correspondence about the application fee for payment for licenses and inspections.
WA 8	Bonds	File correspondence about bonding requirements.
WA 9	Receipts	File correspondence about the regulations concerning warehouse receipts.
WA 9-1	Printing	File correspondence about printing warehouse receipts. Subdivide by contractor.
WA 9-2	Electronic Receipts	File correspondence about automated receipts.

File Code	Subject	Type of Material
WA 10	Licenses/Suspensions and Revocations	File general correspondence about suspension and revocation of licenses.
WA 11	Inspection and Weight Certificates	File general correspondence about inspection and weight certificates.
WA 12	Tariff or Schedule of Charges	File general correspondence about charges for all services that the warehouse performs.
WA 13	Insurance	File general correspondence about insurance regulations.
WA 14	Irregularities	File general correspondence and internal reports concerning irregularities that do not result in suspension of the license.
WA 15	Liquidations	File general correspondence, background information, and internal reports about inventories liquidated.
WA 16	Forwarding of Grain	File general correspondence and internal reports about forwarding agricultural products. This may include temporary, emergency, cave, and outside storage.
WA 17	Problem Case Meetings	File general correspondence and minutes of meetings about alleged license and contract violations involving Federally licensed warehouses.